



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
MILLINGTON DETACHMENT
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-6500

7000

Ser CNI Det/ 3777

From: Commander, Navy Installations Command

Subj: ELECTRONIC FUND TRANSFER

Under the Debt Collection Improvement Act of 1996 (DCIA), all payments to vendors and/or contractors made by government entities must be made by Electronic Funds Transfer (EFT). Local Navy Morale, Welfare and Recreation (MWR) Departments are currently in the process of transitioning to a new accounting system which will process all payments to vendors and contractors through Electronic Funds Transfer (EFT). EFT transactions/ payments will be performed from a central location at the Commander, Navy Installations Command, Millington, Tennessee. Instead of receiving checks, your company will have its payments deposited directly into your company's bank account at your financial institution. With EFT, your company will benefit from quicker funds availability, thus improving cash flow, and reduced risk of lost or stolen checks.

As a result of this change, it is necessary for us to gather certain information to enable us to make EFT payments to your company. Enclosed is an enrollment form (ACH VENDOR PAYMENT ENROLLMENT FORM) to enroll in the program. Please complete the ACCOUNTS RECEIVABLE/COMPANY INFORMATION section of the form and have your financial institution complete the Financial Institution section. If you have multiple remittance addresses or do business under multiple names, please include that information. Return the completed form to this paying location as soon as possible, by email, mail or fax to:

Commander, Navy Installations Command
5720 Integrity Drive
Millington, TN 38055-6550
Attn: Dawn Smith

Tel.: (901) 874-6642/Fax: (901) 874-6838
Email: dawn.e.smith@navy.mil

Vendors will receive notification of payments through remittance advices faxed directly to your Accounts Receivable Department, or via mail if no fax number is provided. Because EFT payments are processed centrally at Millington, Tennessee, they will be posted to your company's bank account (CTX file format) with a Payee Name of CNIC Millington. You will continue

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to work with your local MWR Procurement and Accounting Departments for all ordering, invoicing, credit/debit memos, and follow-up matters. Only EFT transactions will be processed through our central location in Tennessee.

Failure to provide complete and accurate EFT information will stop the payment process. Additionally, any possible interest under the Prompt Payment Act stops accruing. Therefore, we urge you to verify EFT information prior to submission.

If you have any questions concerning this change, please do not hesitate to contact Dawn Smith at (901) 874-6642 or email dawn.e.smith@navy.mil.

A handwritten signature in dark ink, appearing to read 'T.R. MCFADDEN', with a long horizontal flourish extending to the right.

T.R. MCFADDEN
By direction

Encl(1):
ACH Vendor Payment Enrollment Form